

**Office of the State Auditor**  
Direct Hire Vacancy Announcement



*Make a difference*  
**MAINE**  
*State Government*

**Public Service Manager II**  
**Audit Manager, Maine Single Audit**

CODE: MA32      Pay grade: 32 - Confidential (\$58,572.80 – \$80,412.80)

*The actual starting salary will depend upon factors such as experience, certification, recommendations and education.*

**BENEFITS\***

The value of State's share of Employee's Retirement is 15.85% of salary for BU positions and 20.85% for Confidential Positions. The value of State-paid Dental Insurance: \$13.13 biweekly. The value\* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$415.11 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$394.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$373.60 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$352.84 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.

**OPENING DATE:** 9/06/2016

**CONTACT:** Mary Hamlin

**CLOSING DATE:** Until Closed

**TELEPHONE:** (207) 624-6250

**Agency Information:** The Office of the State Auditor has the statutory authority to audit all accounts and other financial records of State government, including any counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State government. The Office conducts its audits in accordance with auditing standards generally accepted in the United States of America, and the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507. The Office is also authorized to review departmental budgets and capital programs for better and efficient management of State government, to serve as a staff agency to the Legislature and the Governor in making investigations of State's finances.

**Job Duties:** The Audit Manager position is supervisory and works under the administrative direction of senior management. Assigned work week is five days per week. The position has authority to direct multiple audit teams (approximately 6-10 staff members at any given time) to accomplish either financial or compliance audit assignments timely; provides expert technical assistance to staff and others in government agencies to properly interpret changes in accounting principles and auditing standards; has authority to adjust work assignments within assigned teams to address changes in audit risk; make adjustments and approve audit plans; recommend changes to audit approach to improve the efficiency and the effectiveness of the audits; provides coaching to staff after each assignment; makes

recommendations regarding employee promotions, and advises senior management regarding changes to policies and procedures that will improve the efficient operation of the Office. The position represents the Office at entrance and exit conferences with the executive management and staff of other agencies and has the responsibility to deal with audit issues presented at these meetings. The position participates in the planning and performance of the Single Audit for the State of Maine including work to support an opinion on the State of Maine's financial statements and issuing reports on internal control and compliance with state and federal laws and regulations. The position works with lead auditors who generally are Principal Auditors, Senior Auditors or Staff Auditor II's to develop an effective and efficient audit plan for each of the specific assignments under their control.

**REQUIREMENTS:** To qualify candidates must have a Bachelor's Degree in Accounting, Business Administration, or related field. **The candidate must have at least 7 years of auditing experience or 5 years of experience conducting Single Audits, with 4 years of supervisory experience. The candidate must also be certified as a Certified Public Accountant, Certified Information System Auditor, or Certified Internal Auditor. Preference will be given to candidates who are Certified Public Accountants.**

The Audit Manager must have the following knowledge and abilities:

- Expertise regarding generally accepted accounting principles (FASB/GASB)
- Expertise regarding AICPA/GAO auditing standards for governmental organizations
- Expertise applying modern management principles, practices, and techniques
- Expertise applying State and federal laws, rules, and regulations
- Knowledge of diverse operational environments of other governmental entities
- Ability to interact with all levels of government personnel and to effectively represent the Office
- Ability to obtain and process information, reach a conclusion, and then explain and defend position, if necessary
- Ability to review the work of staff for accuracy, completeness, and conformance to auditing standards
- Ability to analyze and evaluate complex accounting transactions, information technology systems, and systems of internal control
- Ability to develop and implement policies, interpret complex laws and technical information
- Ability to plan, organize, assign, and direct audit activities
- Ability to assess audit risk and adjust to changes as necessary
- Ability to present before Legislative committees and other high level meetings with State agency personnel
- Ability to communicate effectively orally and in writing

**APPLICATION INFORMATION:**

For additional information about this position please contact Frank Wiltuck, Chief of Staff at (207) 624-6250 or e-mail [frank.wiltuck@maine.gov](mailto:frank.wiltuck@maine.gov).

**To apply, please forward a completed Direct Hire application form (<http://www.maine.gov/statejobs/directapp.htm>), current resume, cover letter, and official copies of post-secondary transcripts postmarked on or before the closing date at:**

Office of the State Auditor  
Attn: Mary Hamlin  
#66 State House Station  
Augusta, ME 04333-0066  
E-mail: [mary.hamlin@maine.gov](mailto:mary.hamlin@maine.gov)

**Information provided during the application, interview, and selection process will be verified. Incomplete application(s) will be failed or returned to the applicant.**